

The government sponsor letter below applies to anyone not currently a DoD employee. The users requesting access to the One Touch Support (OTS) business functions have identified themselves as DoD – Civilian Foreign National, DoD – Contractor, Other – Federal Government, or Other category. These categories require a government sponsor to submit a sponsor letter to a registrar at the fax number indicated during the registration process. The letter must be submitted on the government sponsor's letterhead. Please use the example letters below along with "Sponsor Letter Template.doc" as a guide for the sponsor when drafting the letter.

Questions may be directed to the OTS program office, Ms. Bonnie Brown at (717) 605-4166 or Ms. Sharon Barbour at (717) 605-1011. You may also use the site Feedback function to send your questions or comments.

## Agency Letterhead

[Date]

From: [Government Sponsor Activity]  
[Government Sponsor Activity Address]

Subj: Access to One Touch Support (OTS)

1. This letter requests access to the One Touch Support (OTS) system for [Supply Queries, MILSTRIP, or both] for [applicant's name] of [applicant's activity/company name and address].
2. [Applicant's name] requires [Supply Queries, MILSTRIP, or both] in the performance of his/her professional duties.

(Contractor's only) 3. [Applicant's name] works under the following contract:

Contract Number: [enter contract number]  
Contract Expiration Date: [enter contract expiration date]

4. [Note: this would be paragraph 3 for non-contractor letters] For questions pertaining to this request please contact [Applicant's Government Sponsor or Supervisor] at [phone number and/or email address].

[Signature of Government Sponsor]  
[Position/Job Title/Rank]

## **Contractor example**

### **Agency Letterhead**

March 24, 2003

From: Defense Supply Center Philadelphia  
700 Robins Avenue  
Philadelphia, PA 19111-5092

Subj: Access to One Touch Support (OTS)

1. This letter requests access to the One Touch Support (OTS) system for Supply Queries and MILSTRIP for the following contractors of ABC Corporation.
2. The following personnel require Supply Queries and MILSTRIP in the performance of their professional duties:

John Doe, ABC Corporation  
Jane Smith, ABC Corporation  
Tom Johnson, ABC Corporation

3. The personnel listed above work under the following contract:

Contract Number: 12-234-56789  
Contract Expiration Date: March 24, 2004

4. For questions pertaining to this request, please contact Mike Jones at (123) 456-7890 or [mikejones@dlaphilly.com](mailto:mikejones@dlaphilly.com).

Sincerely,

[Signature]

O. H. PERRY  
Captain, U.S. Navy  
OIC Repairables Department

## **Non-contractor example**

### **Agency Letterhead**

March 24, 2003

From: Defense Supply Center Philadelphia  
700 Robins Avenue  
Philadelphia, PA 19111-5092

Subj: Access to One Touch Support (OTS)

1. This letter requests access to the One Touch Support (OTS) system for Supply Queries and MILSTRIP for John Doe of Defense Supply Center Philadelphia.
2. John Doe requires Supply Queries and MILSTRIP in the performance of his professional duties.
3. For questions pertaining to this request, please contact Mike Jones at (123) 456-7890 or [mikejones@dlaphilly.com](mailto:mikejones@dlaphilly.com).

Sincerely,

[Signature]

O. H. PERRY  
Captain, U.S. Navy  
OIC Repairables Department